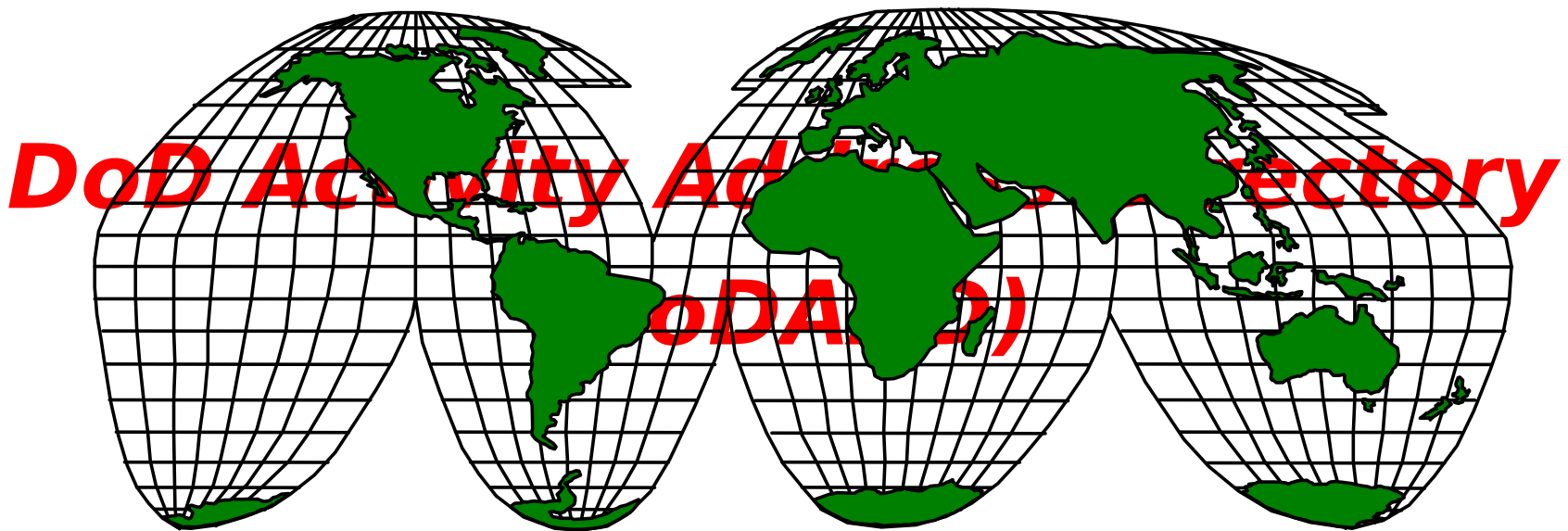




Defense Logistics Management Standards Office (DLMSO)





DLMS Training Catalog

- Module 1 - Introduction to the DLMS**
- Module 2 - Electronic Data Interchange (EDI) Basics and ASC X12 EDI Definitions and Concepts**
- Module 3 - DLMS Functionality & Transaction Life-Cycle**
- Module 4 - DLMS Implementation Convention Content**
- Module 5 - IUID & RFID - Emerging Technologies**
- Module 6 - Creating/Reengineering DOD Logistics Business Processes**
- Module 7 - Enterprise Interoperability Tools**
- Module 8 - DoD Activity Address Directory (DoDAAD)**
- Module 9 - Supply Discrepancy Reporting (SDR)**
- Module 10 - DLMS Functional Financial Transaction (standalone)**
- Module 11 - Creating/Reengineering DoD Logistics (standalone)**



DoDAAD Training Overview

- **DoDAAD Definition, Users, and Content**
- **DoD Activity Address Code (DoDAAC) Structure**
- **Governance Process**
- **DoDAAD Architecture**
- **How to Perform an Enhanced Query of the DoDAAD**
- **How to Update the DoDAAD**
- **Additional References**



DoDAAD Training Objectives

Students will be able to answer:

- **What is the DoDAAD?**
- **What is the Structure of a DoDAAC?**
- **What are the three Type of Address Codes (TAC) and how are they used?**
- **What is Defense Automatic Addressing System Inquiry (DAASINQ) (viewing a DoDAAC)?**
- **How to update a DoDAAC?**
- **How to delete and/or create a new DoDAAC?**



What is the DoDAAD?

- **The Department of Defense Activity Address Directory (DoDAAD) is an interactive, relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments.**
- **It is maintained by DLA Transaction Services and accessible through a web**



What is the DoDAAD?

- **DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems.**
- **Among other uses, DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping and billing.**
- **The DoDAAD is comprised of both Department of Defense Activity Address**



What is a DoDAAC?

- **A Department of Defense Activity Address Code (DoDAAC) is a six-character, alphanumeric code that uniquely identifies a unit, activity, or organization within the DoDAAD.**
- **A unit, activity, or organization may have more than one DoDAAC for different authority codes or purposes.**
- **Each activity that requisitions, contracts for, receives, has custody of, issues, ships DOD assets, or funds/pays bills for materiel and/or services is identified by a six-position alphanumeric DoDAAC in the DoDAAD.**

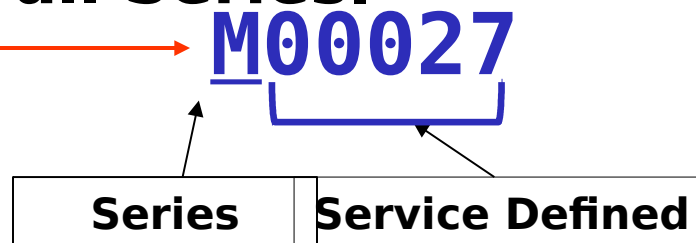


What is a DoDAAC?

- The DoDAAC is a six-position, alphanumeric field that uses all available characters (0-9 and A-Z), except for the use of the letters “O” & “I” which are not permitted.
- DoDAACs are structured by Service and Agency Code in accordance with DLM 4000.25, Volume 2, Appendix 7.2 to create a Series unique to each Service/Agency that uses DoDAACs. The lists all Series.

DoDAAC Series Table

Series	Service/Agency
M	US Marine Corps
N	US Navy
O	Not Used
P	US Navy - FMS and Grant Aid use only
Q	US Navy Contractors
R	US Navy
S	Defense Logistics Agency





What is a DoDAAC?

- **All six positions of the DoDAAC are significant:**
 - **DoDAACs beginning with an alpha character belong to a DoD activity or a contractor sponsored by a DoD activity:**

M00027

(DoD - Hqtrs, US Marine Corps)

- **DoDAACs beginning with two numeric characters belong to civil agency activity:**

130170

(Federal - NOAA, Dept of Commerce)

- **DoDAACs beginning with numeric followed by an alpha belong to authorized special programs, including state, local or other entity:**

2YTAW0

(Barnsdall Police Dept, OK)

- **DoDAACs may be structured at a lower level by CSPs for additional meaning, as documented in the DoDAAC Assignment Logic in DLM 4000.25, Volume 6, Chapter 2 (available on the DoDAAC BPC webpage)**



What is a DoDAAC?

- **There are over 100 data elements that comprise the pedigree of a DoDAAC:**
 - **Requisitioner, ship-to, and bill-to addresses;**
 - **Electronic Communications Routing Identifier Code;**
 - **Break Bulk Point Code; Port of Debarkation Code;**
 - **Authority Code; CAGE Code; Major Command Code;**
- **Points of Contact; etc.**
- **The DoDAAC is the basis for determination of:**
 - **Ship to location for all systems for all shipments from:**
 - **DoD Shippers**
 - **Vendor Shippers**
 - **Federal Agency Shippers**
 - **Wide Area Work Flow business event processing**
 - **The bill-to office for interfund billing**
- **The DoDAAC is the basis of Business Partner Number to identify Intergovernmental buyers and sellers for**



TAC - Type of Address Code

- **A DoDAAC may have up to three distinct addresses associated with it in the DoDAAD database. The Type of Address Code differentiates the addresses as follows:**
- **TAC 1 - Official mailing address of the activity from USPS/MPSA. This address is mandatory.**
- **TAC 2 - Ship-to Address**
- **TAC 3 - Billing Address**
- **A RIC has only one TAC.**



DoDAAC Authority Code*

**Authority Code assigned by CSP
limits authorized use:**

- 00 - Requisition, full authority**
- 01 - Ship-to Only**
- 02 - Finance, Bill-to Only**
- 03 - Do Not Ship to**
- 04 - DLA Disposition Services Only**
- 05 - Non-Requisition**
- 06 - Free Issue**
- 07 - Administrative**

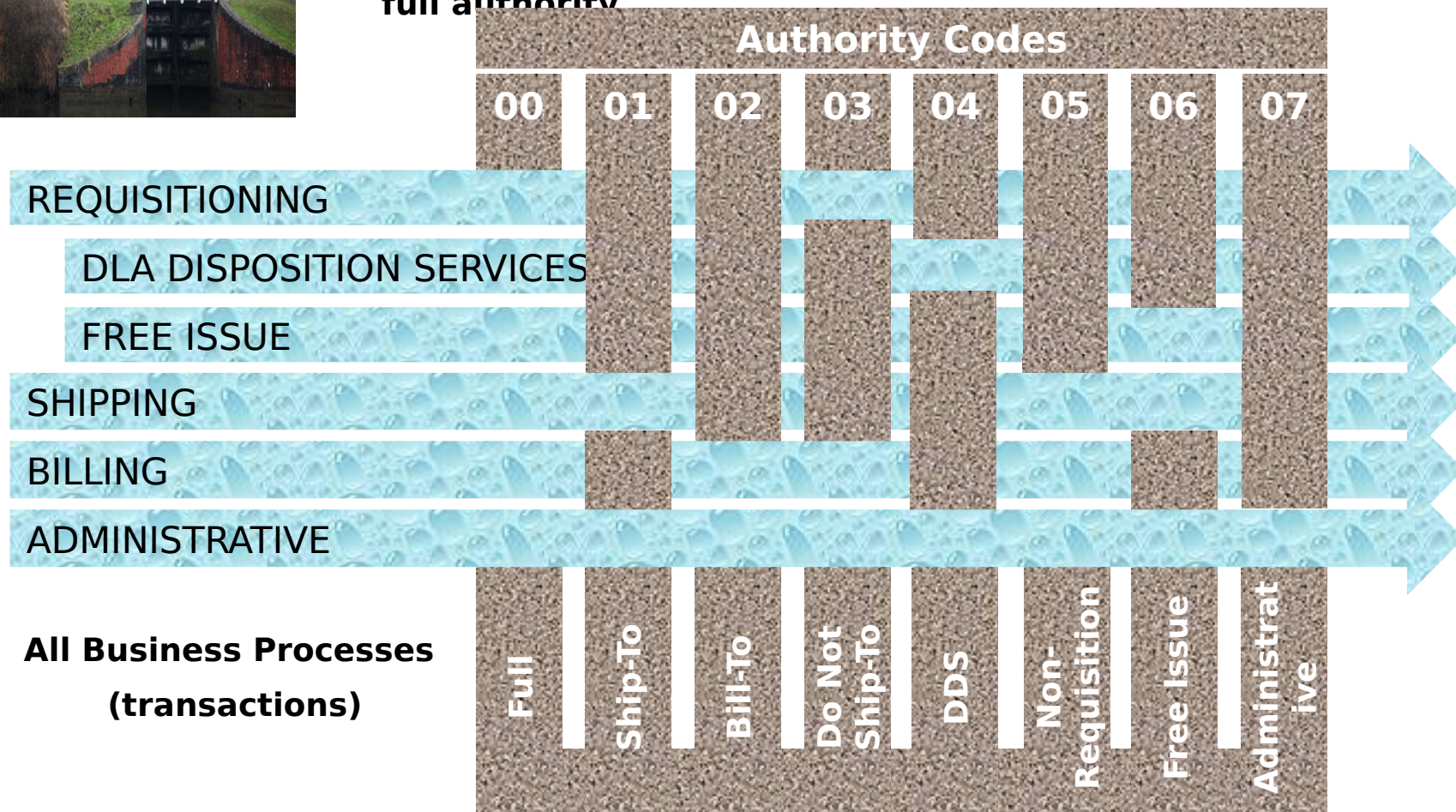
*** RICs do not have Authority Codes, as they are used for routing.**



DoAAC Authority Codes

Like a series of dams in a river

Authority Code edits work as restrictions (negatives) to block certain conditions of the flow of all transactions in full authority





Other DoDAAC Data Elements

In addition to address information, other codes and data elements that comprise a DoDAAC include:

- Major Command Code (MAJCOM)
- Combatant Command (COCOM)
- Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN)
- Consolidation and Containerization Point (CCP)
- Standard Point Location Code (SPLC)
- Break Bulk Point (BBP)
- Aerial Port of Debarkation (APOD)
- Water Port of Debarkation (WPOD)
- Contractor Information: Contract Number, CAGE, CAO, Sponsor, Expiration Date
- Point of Contact Information: Name, Email, 10-digit phone number
- And more...



What is a RIC?

- **A Routing Identifier Code (RIC) is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems.**



What is a RIC?

- **The first position designates the particular service/agency ownership**
- **The second and third characters are determined by the Central Service Point (CSP).**





Other RIC Data Elements

In addition to the single TAC address, other codes and data elements that comprise a RIC include:

- Major Command Code (MAJCOM)
- COCOM
- Break Bulk Point (BBP) – for RICs, this is referred to as the “RIC_DODAAC.” It is the DoDAAC to which the RIC is associated. Every RIC is associated to a DoDAAC, but not every DoDAAC has a RIC. Some DoDAACs, though, can associate to more than one RIC.
- And more...



Who uses the DoDAAD?

- **All DoD, Federal, and Commercial shippers, use the DoDAAD for address information.**
- **Some business application systems requiring DoDAAD data to support their business processes to include (but not limited to): supply chain, materiel management, distribution, transportation, maintenance, financial management, human resources, installations, contracting, and procurement/acquisition systems.**
- **Each Service/Agency has a Central Service Point (CSP) authorized to add, change, or delete DoDAACs and PICs for their**



DoDAAC Usage

Some of the uses for a DoDAAC include the following:

- **First 6 Characters of Every requisition Document Number**
 - Occurs at least once in nearly *all* logistics transactions
- **First 6 characters of a Standard Document Number (SDN)**
- **First 6 Characters of Every Contract Number (Procurement Instrument Identifier - PIID)**
- **Password to the Federal Supply System - used to obtain materiel from DoD or federal sources**
- **Last 6 characters of DoD Business Partner Number (BPN)**



Who can create a DoDAAC or RIC?

- **Central Service Points (CSPs) are assigned to create and maintain DoDAACs by Service & Agency Code.**
- **Each Service/Agency assigns a CSP at the Service/Agency level**
- **General Services Administration (GSA) serves as the CSP for all non-DoD Federal agencies**
- **Non-Federal Agency DoDAACs for authorized special programs (state, local, other) have specific CSPs assigned**
- **Some Services/Agencies also have Monitors which are subordinate to a CSP and have limited access to a Service's/Agency's DoDAACs (i.e., the MAJCOM).**
- **The list of CSPs and Monitors is on the DLMSO web site:**



DoDAAD/DoDAAC “Gee Wiz” Metrics

- **Critical reference repository for over 50 years**
- **>324,000 Total DoDAACs in the DoDAAD.**
- **>218,000 are DoD Service and Agency DoDAACs.**
- **>64,000 are Federal Agency DoDAACs**
- **>25,000 are State and local level DoDAACs**
- **>17,000 are Contractor DoDAACs**
- **>90 CSPs and Monitors control data content**
- **>9,000 data maintenance actions monthly**
- **>1 Million Component application system accesses daily**
- **>500,000 monthly Web queries from over 25,000 customers**
- **DoDAACs exist at least once in nearly every DoD business event transaction.**



DoDAAD - Governance

- **DoDAAD Administrator ensures the DoDAAD meets user requirements by:**
 - **Chairing the DoDAAD Process Review Committee (PRC)**
 - **Coordinating DLMS DoDAAD Changes**
 - **Publishing DoDAAD policy & procedures in DLM 4000.25**
- **DLA Transaction Services is responsible for ensuring 24x7 DoDAAD availability by:**
 - **Maintaining the hardware, software & authoritative database**
 - **Controlling access to DoDAAD and data distribution**
 - **Implementing functional requirements/approved changes**
 - **Providing help desk services and operation procedures**
- **Component PRC Representatives provide requirements for, and review changes affecting, the DoDAAD through the PRC process.**
- **Component CSPs and Monitors maintain accuracy and currency of data content**



DoDAAD - Governance Continued

- **CSPs are responsible for ensuring the accuracy and currency of their authoritative data within the DoDAAD by:**
 - **Complying with DLM 4000.25 DoDAAD procedures**
 - **Establishing supporting Component policies/processes**
 - **Participating in the DoDAAD Process Review Committee**
 - **Maintaining close relationships with their customers**
 - **Establishing & overseeing DoDAAD monitors as needed**

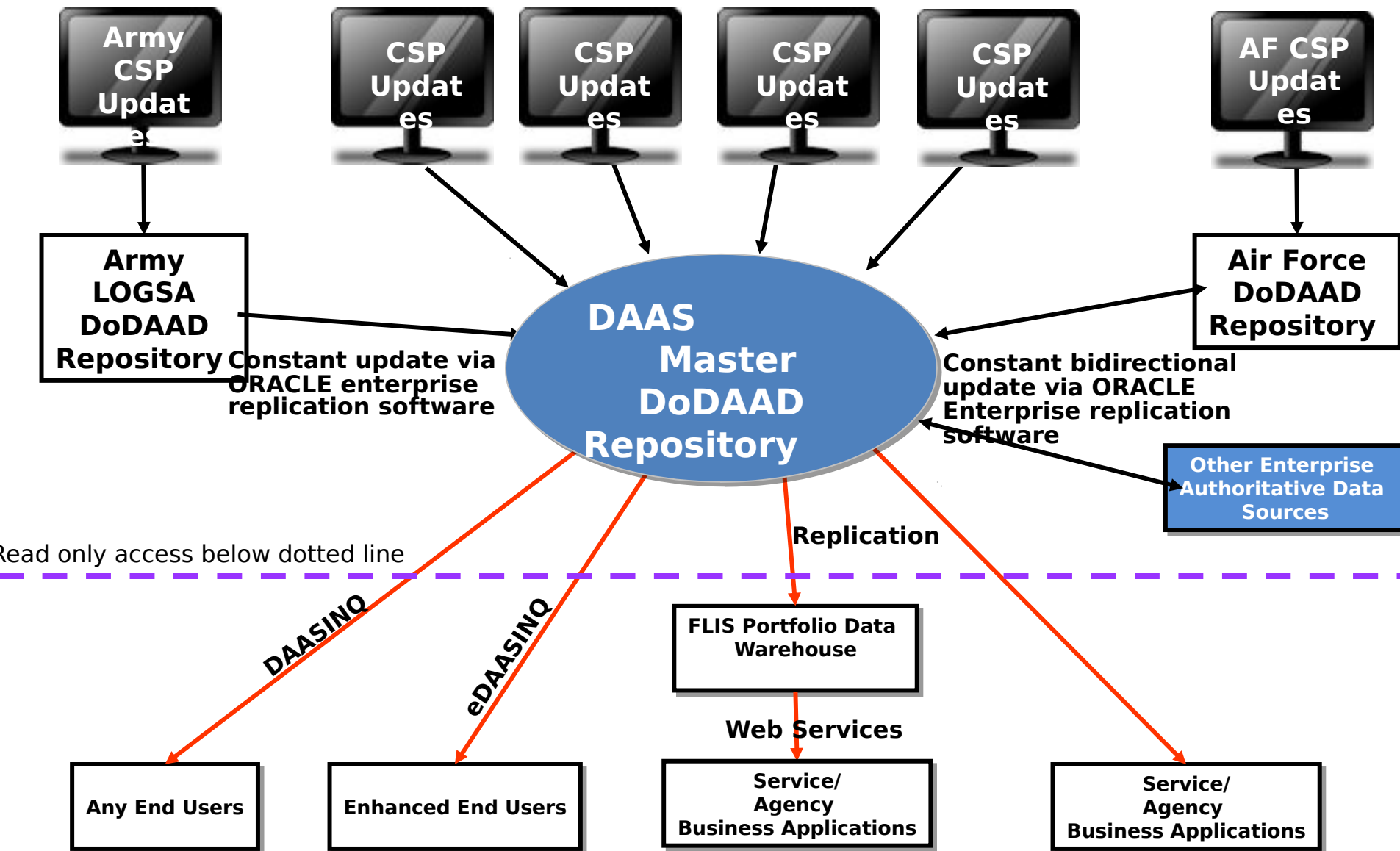


DoDAAD Environment

- **The DoDAAD uses an Oracle database running 24/7 at DLA Transaction Services allowing for real-time data maintenance actions, application system data access, and web based queries**
- **Strict database maintenance and access controls are applied by DLA Transaction Services**
- **DoDAAD database is syndicated to applications from the DAAS authoritative database**



DoDAAD Architecture





Defense Automatic Addressing System Inquiry (DAASINQ)



CAPTCHA Challenge

The screenshot shows the DAASINQ website interface. At the top left is the Defense Logistics Agency logo. The header text reads "DEFENSE LOGISTICS AGENCY Transaction Services". Below this, the text "DAASINQ" is displayed. On the right, there are links for "Help" and "Home". The main content area is titled "Verification Test" and displays the CAPTCHA letters "QHJE". Below the letters is a text input box and a "Verify" button. A purple arrow points from the input box down to a text box at the bottom of the slide. Below the input box, a message states: "Please type the letters on the screen into the box above to proceed. Click on Verify". At the bottom of the page, there are links for "Privacy/Security", "Accessibility", "Contact", and "Webmaster".

CAPTCHA is a program that protects websites against bots by generating and grading tests that humans can pass but current computer programs cannot.



Warning Page



DEFENSE LOGISTICS AGENCY
Transaction Services

[Contact Us](#) | [Help](#) | [Home](#)

UNCLASSIFIED

WARNING

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

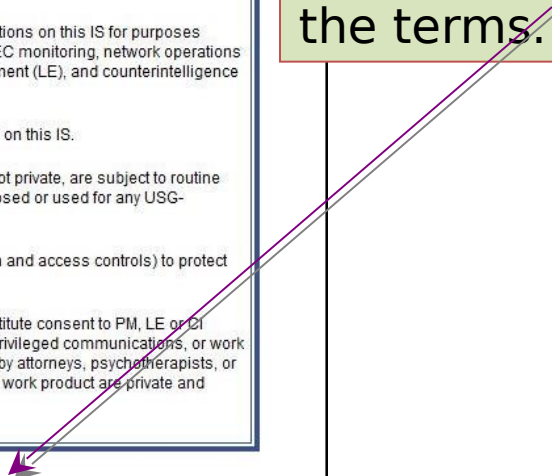
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

UNCLASSIFIED

[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)

The first page is the U.S. Government warning page that prompts the user to Accept or Decline the terms.





Navigation Page



DEFENSE LOGISTICS AGENCY Transaction Services

DAASINQ

[Contact Us](#) | [Help](#) | [Home](#)

DAASINQ Home

[What is DAASINQ?](#)

[DLA Rules of Behavior](#)

[DoDAAC](#)

[MAPAC](#)

[NIIN](#)

[RIC](#)

Important Notice Department of Defense (DoD) Public Key Infrastructure (PKI)

DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. In order to meet this requirement we recommend that you use eDAASINQ vs. DAASINQ. In addition to meeting the DoD requirement, eDAASINQ offers more query options. You will be **required** to have a DoD-approved PKI or External Certificate Authority (ECA) certificate to access eDAASINQ. [To learn who to contact to obtain a DoD-approved certificate click here.](#)

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

WARNING

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)

The next page provides the various types of single queries. For this demo the focus will be on the DoDAAC.



Warning Page



DEFENSE LOGISTICS AGENCY
Transaction Services

[Contact Us](#) | [Help](#) | [Home](#)

DoDAACs are Controlled Unclassified Information. This warning screen must be accepted before any queries are submitted.

UNCLASSIFIED

WARNING

The DoDAAD is DoD Critical Infrastructure Security Information (CISI), in accordance with 10 U.S.C. § 130e, and is designated as Controlled Unclassified Information For Official Use Only (FOUO). This data is maintained and owned by the Departments of the Federal Government via their respective DoDAAD Central Service Points (CSPs). The designation and protective marking of the DoDAAD, identifying it as FOUO, deems that its disclosure to the public would reasonably be expected to cause a foreseeable harm to an interest protected by one or more provisions of the Freedom of Information Act (FOIA). Because there is a potential for abuse in the use of these DoDAACs and RICs, and the data associated with them in the DoDAAD, Departments of the Federal Government shall establish stringent internal controls to ensure that the codes and data are used only by authorized personnel. It is imperative that all requests for activity address codes, deletions to codes, or changes thereto, be forwarded to the appropriate CSP, or delegated Monitor, in order to assure proper validity of the request. Furthermore, personnel with access to the DoDAAD are responsible for safeguarding it, and will ensure that **further distribution is restricted to personnel with an official need to know and proper authorization**. Any such further distribution will be minimized, encrypted, and documented accordingly as FOUO.

UNCLASSIFIED

[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)



Query Page

DEFENSE LOGISTICS AGENCY
Transaction Services

DAASINQ [Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query

DoDAAC:

[Submit](#)

Required: 6 Chars of DoDAAC

GY/GZ series AACs designate GSA Advantage Customers and are NOT AUTHORIZED for use within DOD Requisitioning/Ordering Process

[What is DAASINQ?](#)

[DoDAAC](#)

[MAPAC](#)

[NIIN](#)

[RIC](#)

[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)

The DoDAAC query in DAASINQ allows for only a single search of a DoDAAC. Enter the DoDAAC to be searched.



DAASINQ Search Results

DEFENSE LOGISTICS AGENCY
Transaction Services

DAASC Inquiry System (DAASINQ) [Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query Search Results

What is DAASINQ?

DoDAAC

MAPAC

MIIM

RIC

DODAAC INFORMATION

DoDAAC: M21300 CREATION DATE: 07/10/2002
DODAAD SERVICE/AGENCY: US Marine Corps (USMC)
AUTHORITY CODE: 00 - Requisitioner UIC: M21300
MAJ COMMAND: M1 - I MEF
COCOM: USNORTHCOM
PROCUREMENT AUTHORITY FLAG: No
RIC: LAST UPDATE: 27-MAY-14

COMMR(s) INFORMATION

DP: [RUS&HUQ](#) BILL: [RUGABA\\$](#)

TAC INFORMATION

TAC 1

- COMMANDING OFFICER
- 7TH ESB 1ST MLG
- BOX 555677
- CAMP PENDLETON CA 92055-5677

CITY: CAMP PENDLETON ZIP: 92055-5677 IPC: CA/06
STATE/APO/PROVINCE: California
COUNTRY NAME: UNITED STATES
GENC CC: US/USA

TAC 2

- DISTRIBUTION MANAGEMENT OFFICER
- MF SUP OFF 7TH ESB 1ST MLG M21300
- BLDG 140173 MCB PHONE 760 725 5349
- CAMP PENDLETON CA 92055-5627

CITY: CAMP PENDLETON ZIP: 92055-5627 IPC: CA/06
STATE/APO/PROVINCE: California
COUNTRY NAME: UNITED STATES
GENC CC: US/USA

CCP: \$PLC: 889513280
ALOC: BLOC:
CONUS/OCONUS: C WPOD: APOD: BBP:

TAC 3

- DFAS CLEVELAND
- ATTN: USMC JAFBC
- 1240 EAST NINTH STREET
- CLEVELAND OH 44199-2055

CITY: CLEVELAND ZIP: 44199-2055 IPC: OH/39
STATE/APO/PROVINCE: Ohio
COUNTRY NAME: UNITED STATES
GENC CC: US/USA

CONTRACT INFORMATION

Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.

CONTRACT NO: CAGE CODE: CONT EXP DATE:
CONTRACT ADMIN OFF: CONTRACTING SERVICE/AGENCY:

POC INFORMATION

POC: MSGT CALDWELL J B
PHONE: (760) 725-5349

Privacy/Security | Accessibility | Contact Webmaster

The DAASINQ DoDAAC query results provide all the data elements associated with the DoDAAC searched.



Enhanced Defense Automatic Addressing System Inquiry (eDAASINQ)



Navigation Page

EDAASINQ DAASINQ Home - Windows Internet Explorer


https://dls.daas.dla.mil/edaasinq/

Edit View Favorites Tools Help

★ Favorites DLM50 news feed DLM50 DLM50 Deltas DLM50 Deltas (2) Suggested Sites

Home - DLA Today Home - DLA Logistics M... DLA Transaction Servic... EDAASINQ DAASINQ x

Page Safety Tools ?

 **DEFENSE LOGISTICS AGENCY**
Transaction Services

eDAASINQ [Contact Us](#) | [Help](#) | [Home](#)

DAASINQ Home

For access to the enhanced version of DAASINQ, please follow guidelines provided for an account via DAASC System Access Request (SAR) at <https://www.daas.dla.mil>, Request Login ID and Password, DAASINQ.

The URL for the DoD PKI-enabled version is <https://dls.daas.dla.mil/portal/>.

Important Notice
Department of Defense (DoD)
Public Key Infrastructure (PKI)

DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. By 9 June 2008, you will be **required** to have a DoD-approved PKI or External Certificate Authority (ECA) certificate to access this site. [To learn who to contact to obtain a DoD-approved certificate click here.](#)

[What is DAASINQ?](#)

[DLA Rules of Behavior](#)

[COMMRI](#)

[Distribution Code](#)

[DoDAAC](#)

[MAPAC](#)

[NIIN](#)

[RIC](#)

[Downloads](#)

Internet 100%

The first page determines your search. For this demo the focus will be on the DoDAAC.

eDAASINQ Query Screen

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/daasinq_dodaaf_menu.asp

Edit View Favorites Tools Help

Home - DLA Today Home - DLA Logisti... DLA Transaction S... DAASINQ DoD...

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ [Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields: ****

Note: + Search of this field must be combined with service code. No wildcard search on this field
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

[View Results](#) [Download Results to File](#) [Reset](#)

☐ Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: ☐ Yes

DODAAD: ----- Select one -----

SERVICE/AGENCY: UIC: RIC:

AUTHORITY CODE:

MAJ COMMAND:

COCOM: -- select one -- LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: ☐ YES

ENTERPRISE IDENTIFIER FLAG: ☐ Yes CANCELLED/NEVER REUSE FLAG: ☐ Yes ☐ No ☐ All

COMMRI(s) INFORMATION

COMMRI

[Distribution Code](#)

[DoDAAC](#)

[MAPAC](#)

[NIIN](#)

[RIC](#)

[Downloads](#)

The DoDAAC allows searching every field in the DoDAAC. Each new value is entered with an AND. This means you enter a state, you narrow your search by also adding a condition about this later state.

The DoDAAC query allows searching on every field in the table. Each new value is a logic “AND”. This means if you enter a state, you can narrow your search by also adding a city. More about this later...



DoDAAC Search

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasingq/daasingq_dodaaf_menu.asp

Edit View Favorites Tools Help

Home - DLA Today Home - DLA Logisti... DLA Transaction S... DAASINQ DoD...

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ [Contact Us](#) | [Help](#)

DoDAAC Query

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****

Note: + Search of this field must be combined with service code. No wildcard search on this field
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

[View Results](#) [Download Results to File](#) [Reset](#)

☐ Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: ☐ Yes

DODAAD

SERVICE/AGENCY:

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: ☐ YES

ENTERPRISE IDENTIFIER FLAG: ☐ Yes CANCELLED/NEVER REUSE FLAG: ☐ Yes ☐ No ☐ All

COMMRI(s) INFORMATION

Simple search for a single DoDAAC. Notice the value of "FM5682" in the DoDAAC field...



DoDAAC Results

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/daasinq_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search Again | Download Results to file | Print This DoDAAC

☐ Include GSA data in query download

Record 1 of 1

DODAAC: FM5682

DODAAC Information | Transportation Information | PLAD Information | Contract Information
POC Information | GSA Information

DoDAAC: FM5682
DODAAD SERVICE/AGENCY: USAF
AUTHORITY CODE: 00 - Requisitioner
MAJ COMMAND: OD - USAF In Europe
COCOM: USEUCOM
PROCUREMENT AUTHORITY FLAG: No
ENTERPRISE IDENTIFIER FLAG: No
RIC: EEP

UIC:
LAST UPDATE: 17-DEC-10
CANCELLED/NEVER REUSE FLAG: No

COMMRI(s) INFORMATION

DP: RUQAAQE PLAD: BILL: RUSAICS

Done

Internet 100%

This is the result of you single DoDAAC search, after the user clicks the “View Results” button.



Focused Search

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/daasinq_dodaaf_menu.asp

COUNTRY:

TRANSPORTATION INFORMATION

CCP: SPLC:

DSS ALOC: BLOC:

CONUS/OCONUS: WPOD: APOD: BBP:

PLAD INFORMATION

PLA:

DEL DATE: EFF DATE:

CONTRACT INFORMATION

Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.

CONTRACT NO: CAGE CODE:

ADMIN OFFICE: SPONSOR:

EXPIRATION DATE Options:

Date Equal: ☐ Dates Between: ☐ Greater than: ☐ Less than: ☐ Blank Date: ☐

Start: End:

POINT OF CONTACT INFORMATION

POC:

PHONE:

☐ Include GSA data in query download

Privacy/Security | Accessibility | Contact Webmaster

Next, how to “narrow” a query. The first search is for all WPOD located at KF3...



Focused Search (cont)

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search Again | Download Results to file | Print This DoDAAC

☐ Include GSA data in query download

Record 1 of 463

Next

DoDAAC: CH0RKK

DoDAAC Information | Transportation Information | PLAD Information | Contract Information

POC Information | GSA Information

DoDAAC: CH0RKK
DODAAD SERVICE/AGENCY: ARMY
AUTHORITY CODE: 00 - Requisitioner
MAJ COMMAND: UIC:
COCOM: LAST UPDATE:
PROCUREMENT AUTHORITY FLAG: No
ENTERPRISE IDENTIFIER FLAG: No
RIC: CANCELLED/NEVER REUSE FLAG: No

COMMRI(s) INFORMATION

DP: RUQAABN PLAD: BILL: RUQABWA

The query found 483 records for WPOD KF3...



KF3 and USAF

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaaf_menu.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****

Note: + Search of this field must be combined with service code. No wildcard search on this field
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

☐ Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: ☒ Yes

DODAAD SERVICE/AGENCY:

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: ☐ YES

ENTERPRISE IDENTIFIER FLAG: ☐ Yes CANCELLED/NEVER REUSE FLAG: ☐ Yes ☐ No ☐ All

COMMRI(s) INFORMATION

For this search we entered "KF3" in the WPOD and selected "USAF" from the Service/Agency drop down list...



KF3 and USAF

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search Again | Download Results to file | Print This DoDAAC

☐ Include GSA data in query download

Record 1 of 32

Next

DODAAC: FB5682

DODAAC Information | Transportation Information | PLAD Information | Contract Information

POC Information | GSA Information

DoDAAC: FB5682
DODAAD SERVICE/AGENCY: USAF
AUTHORITY CODE: 00 - Requisitioner
MAJ COMMAND: 0D - USAF In Europe
COCOM: USEUCOM
PROCUREMENT AUTHORITY FLAG: No
ENTERPRISE IDENTIFIER FLAG: No
RIC: DFU FFU

UIC:
LAST UPDATE: 24-FEB-11
CANCELLED/NEVER REUSE FLAG: No

COMMRI(s) INFORMATION

DP: RUQADEI | PLAD: | BILL: RUSAICS

This time only 32 records were found, because the WPOD and Agency criteria were combined to limit the number of records found.



Wildcard Search

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaaf_menu.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

[Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****

Note: + Search of this field must be combined with service code. No wildcard search on this field
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

☐ Include GSA data in query download

DoDAAC INFORMATION

DoDAAC: S__A Active only: ☒ Yes

DODAAD: ----- Select one -----

SERVICE/AGENCY: ----- Select one -----

AUTHORITY CODE: ----- Select one ----- UIC: ----- RIC: -----

MAJ COMMAND: ----- Select one -----

COCOM: -- select one -- LAST UPDATE: -----

PROCUREMENT AUTHORITY FLAG: ☐ YES

ENTERPRISE IDENTIFIER FLAG: ☐ Yes CANCELLED/NEVER REUSE FLAG: ☐ Yes ☐ No ☐ All

COMMRI(s) INFORMATION

Done

There are two types of wildcard searches available:

- Percent sign '%' is for any number of characters
- Underscore for a single character.

Since the % is pretty intuitive, here is an example of how to find DoDAACs that start with "S" and end with "A". Here we have entered "S__A"...



Wildcard Results

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search Again | Download Results to file | Print This DoDAAC

☐ Include GSA data in query download

Record 1 of 229

Next

DODAAC: S0011A

DoDAAC Information | Transportation Information | PLAD Information | Contract Information

POC Information | GSA Information

DoDAAC: S0011A
DODAAD SERVICE/AGENCY: DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)
AUTHORITY CODE: 00 - Requisitioner UIC:
MAJ COMMAND: DR - Defense Contract Management Agency
COCOM: USNORTHCOM LAST UPDATE: 12-OCT-10
PROCUREMENT AUTHORITY FLAG: No
ENTERPRISE IDENTIFIER FLAG: No CANCELLED/NEVER REUSE FLAG: No
RIC:

COMMRI(s) INFORMATION

DP: RUMMMMM PLAD: BILL: RUQAXOK

The query found 229 records that begin with "S" and end with "A".



Search for Red Cross

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasingq/daasingq_dodaaf_menu.asp

Edit View Favorites Tools Help

Home - DLA Today Home - DLA Logisti... DLA Transaction S... DAASINQ DoD...

[Distribution Code](#)

[DoDAAC](#)

[MAPAC](#)

[NIIN](#)

[RIC](#)

[Downloads](#)

****Enter data in one or more of the following fields: ****

Note: + Search of this field must be combined with service code. No wildcard search on this field
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

☐ Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: ☒ Yes

DODAAD SERVICE/AGENCY: ----- Select one -----

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: -- select one -- LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: ☐ YES

ENTERPRISE IDENTIFIER FLAG: ☐ Yes CANCELLED/NEVER REUSE FLAG: ☐ Yes ☐ No ☐ All

COMMRI(S) INFORMATION

+ DP: + PLAD: + BILL:

TAC ADDRESSES ☐ Check here to search entries in all 4 TACs

T
A
C
1

Red Cross%

EFF DATE:

DEL DATE:

ZIP:

IPC ZIP:

CITY: Dayton

STATE/APO/PROVINCE: -----

COUNTRY: ----- Select country -----

Finally, a simple query to find where the Red Cross is in Dayton. The first line of the address contains "Red Cross%", so it will search for anything that begins with "Red Cross". In the city field, we have entered Dayton...



Results of Red Cross Query

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaac.asp

Edit View Favorites Tools Help

Home - DLA Today Home - DLA Logisti... DLA Transaction S... DAASINQ DoD...

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ [Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query Search Results

Search criteria not found.

You have entered following search criteria :
ACTIVE_ONLY: YES
t1_addr1: RED CROSS%
t1_city: DAYTON

[Search Again](#)

COMMRI
[Distribution Code](#)
[DoDAAC](#)
[MAPAC](#)
[NIIN](#)
[RIC](#)
[Downloads](#)

Nothing was found, because our criteria didn't account for the fact that the official name is the "American" Red Cross...

Done Internet 100%



Search for Red Cross

DAASINQ DoDAAC Query - Windows Internet explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaaf_menu.asp

Edit View Favorites Tools Help

Home - DLA Today Home - DLA Logisti... DLA Transaction S... DAASINQ DoD...

Enter data in one or more of the following fields: **

Note: + Search of this field must be combined with service code. No wildcard search on this field
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

☐ Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: ☒ Yes

DODAAD SERVICE/AGENCY:

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: ☐ YES

ENTERPRISE IDENTIFIER FLAG: ☐ Yes CANCELLED/NEVER REUSE FLAG: ☐ Yes ☐ No ☐ All

COMMR(S) INFORMATION

+ DP: + PLAD: + BILL:

TAC ADDRESSES ☐ Check here to search entries in all 4 TACs

TAC 1:

EFF DATE:

DEL DATE:

CITY:

ZIP:

IPC ZIP:

STATE/APO/PROVINCE:

COUNTRY:

This time the search for the first line of the address contains "%Red Cross%", so it will find the phrase "Red Cross" anywhere in the line. In the city field, Dayton...



Results of Red Cross Query

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

[Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query Search Results

[Search Again](#) | [Download Results to file](#) | [Print This DoDAAC](#)

☐ Include GSA data in query download

Record 1 of 1

DODAAC: 0055JH

[DODAAC Information](#) | [Transportation Information](#) | [PLAD Information](#) | [Contract Information](#)

[POC Information](#) | [GSA Information](#)

DoDAAC: 0055JH
 DODAAD SERVICE/AGENCY: GSA
 AUTHORITY CODE: 00 - Requisitioner UIC:
 MAJ COMMAND:
 COCOM:
 PROCUREMENT AUTHORITY FLAG: No
 ENTERPRISE IDENTIFIER FLAG: No
 RIC:

LAST UPDATE:
 CANCELLED/NEVER REUSE FLAG: No

COMMRI(s) INFORMATION

DP: RUTTTT PLAD: BILL:

Only one record found – success!



DoDAAD Update Application (Reserved for Central Service Point and Monitor Access Only)



DoDAAD - Adding a new DoDAAC

- After Login, the first screen prompts for a DoDAAC. If an existing DoDAAC is entered, you will be presented an update screen. If a non-existing DoDAAC is entered, you will be presented with a add screen.

The screenshot shows the Defense Logistics Agency Transaction Services DOD Activity Address Directory (DODAAD) interface. The header features the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Transaction Services". Below the header, the title "DOD Activity Address Directory (DODAAD)" is displayed. On the right side of the header, there are links for "Contact Us", "Help", and "Home". A "Logout" link is located on the left side of the interface. The main content area is titled "Update DODAAF Table". Below this title, there is a form with the label "Enter DODAAC:" followed by a text input field containing the value "690100". To the right of the input field is a "Submit" button. Further to the right, there is a link that says "View allowable service code.". At the bottom of the interface, there are links for "Privacy/Security", "Accessibility", and "Contact Webmaster".



DoDAAD - Adding DoDAAC (cont.)

- Basic information required to create a DoDAAC is DoDAAC, COMMRI, and TAC 1 address.
- To speed up the creation process, TAC information may be copied from another DoDAAC

 **DEFENSE LOGISTICS AGENCY**
Transaction Services

DOD Activity Address Directory (DODAAD) [Contact Us](#) | [Help](#) | [Home](#)

Update DoDAAC
** Required field*

Would you like to verify or update another dodaac?
Enter dodaac:

[View allowable service code.](#)

[Update GSA record](#)

[USPS ZIP Code Lookup](#)

DoDAAC Information			
DoDAAC: *	<input type="text" value="690100"/>	Status COMMRI/XREF:	<input type="text" value="RUQABNH"/>
UIC:	<input type="text"/>	Billing COMMRI/XREF:	<input type="text"/>
Authority Code:	<input type="text" value="Requisitioner - 00"/>		Creation Date: 10/26/2000
Major Command/Bureau:	<input type="text"/>		
Procurement Authority Flag:	<input type="checkbox"/> Yes		Notes
<input type="checkbox"/> Check here to copy all TACs from DoDAAC		<input type="text"/>	View TACs
<input type="checkbox"/> Check here to copy TAC1 from DoDAAC		<input type="text"/>	View TAC1
<input type="checkbox"/> Check here for FREE FORM			
TAC1 Information			
Line1: *	<input type="text" value="690100 DOT FAA"/>	EFF:	<input type="text" value="09/02/2010"/>
Line2:	<input type="text" value="ATTN SA SMO WAREHOUSE"/>	DEL:	<input type="text"/>
Line3:	<input type="text" value="700 N BONIFACE PKWY"/>	BBP:	<input type="text"/>
Line4:	<input type="text" value="WOODLAND WASHINGTON DC ME 01604"/>		



DoDAAD - “Copy To”

- There are multiple methods to copy information:
 - To copy from a TAC address from

POC Information	
POC: <input type="text"/>	Phone: <input type="text"/>
Email: <input type="text"/>	
<input type="checkbox"/> Check here to copy all TACs from DoDAAC	<input type="text"/> View TACs
<input checked="" type="checkbox"/> Check here to copy TAC 1 from DoDAAC	<input type="text" value="sc0405"/> View TAC1

and

- To copy a TAC address from within the same DoDAAC, click the red

<input type="checkbox"/> Check here to copy TAC2 from DoDAAC	<input type="text"/> View TAC2
Click here to copy current TAC 1 to TAC2	



DoDAAD - Update

- To update an existing DoDAAC, you simply start by entering the specific DoDAAC (6 positions) & click submit
- After you have changed the record, click the “Save” button to write your changes back to the DoD

DEFENSE LOGISTICS AGENCY
Transaction Services

DOD Activity Address Directory (DODAAD)

[Contact Us](#) | [Help](#) | [Home](#)

Update DODAAD

[Logout](#)

Enter DODAAC or RIC * : [View allowable service code.](#)

* RIC (ZZZ__ format)

[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)



DoDAAD - Delete function



- **The Delete function is similar to the Modify function. Fill in an existing DoDAAC and click submit to retrieve the record**
- **Tab to the “DEL” field and enter the date of when the delete should occur (e.g., 09/15/2015)**

TAC1 Information			
Line1: *	690100 DOT FAA	EFF:	09/15/2015
Line2:	ATTN SA SMO WAREHOUSE	DEL:	09/15/2015
Line3:	700 N BONIFACE PKWY		



DoDAAD - Future Effective Dates


- The DoDAAD also supports future effective dates. If the change should not be applied immediately, enter the date of when the change event should occur (e.g., 06/01/2016) and the change will wait in a pending state until the date occurs**

TAC1 Information			
Line1: *	690100 DOT FAA	EFF:	06/01/2016 
Line2:	ATTN SA SMO WAREHOUSE	DEL:	
Line3:	700 N BONIFACE PKWY		



DoDAAD - Message Entry function

Sometimes the goal is to enter something other than an address (i.e. telephone numbers for deployed ships, 'CALL NAVSUP GLS', etc.) . The "Message Entry" indicator will bypass the City/State/Zip code edits to allow message data to be entered into the DoDAAD

<input type="checkbox"/>	Check here to copy TAC2 from DoDAAC <input type="text"/>	View TAC2
 Click here to copy current TAC1 to TAC2		
<input type="checkbox"/>	Check here for MESSAGE ENTRY (NO ADDRESS DATA) (Formerly Free Form)	



DoDAAD - Authority Code

The Authority code controls how the DoDAAC can be used. A dropdown list provides the allowable options. If nothing is selected, the use will default to “00 - Requisition”

- 00 - Requisition
- 01 - Ship-To Only
- 02 - Bill-To Only
- 03 - Do Not Ship-
- 04 - DDS Only
- 05 - Non-Requisition
- 06 - Free Issue
- 07 - Administration

DoDAAC Information		
DoDAAC: *	<input type="text" value="690100"/>	UIC: <input type="text"/>
Creation Date: 10/26/2000		
Authority Code:	<input type="text" value="Requisitioner - 00"/>	<input type="button" value="v"/>
Major Command/Bureau:	<input type="text"/>	<input type="button" value="v"/>
Procurement Authority:	<input type="checkbox"/> Yes	CGAC: <input type="text"/>



Additional DoDAAD Training

For more specialized Central Service Point and Monitor training, see the DoDAAD Update Application Standard Operating Procedures located on the DoDAAD Process Review Committee webpage under DoDAAD Policy and Procedures:

<http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp>



Learn More About The DoDAAD

- **DoDAAD Process Review Committee webpage:**
<http://www2.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp>
- **DoDAAD Policy & Procedures: DLM 4000.25, Volume 6, Chapter 2**
- **DoDAAD Training: Website DLMS Training Module 8**
- **DLMSO Support POCs:**
 - Mr. Tad DeLaney (703) 767-6885/DSN 427-6885 or Thomas.DeLaney@dlm.mil
 - Mr. Dale Yeakel (703) 767-8632/DSN 427-8632 or Dale.Yeakel.ctr@dlm.mil
 - Mr. Larry Tanner (614) 310-6059 or Larry.Tanner.ctr@dlm.mil
- **DLA Transaction Services Support POC:**
 - Ms. Lisa Terkin (937) 656-3737/DSN 986-3737 or



DoDAAD Links

DoDAAD Updates (CSPs and Monitors Only):

<https://www2.transactionservices.dla.mil/portal/portal.asp>

eDAASINQ (enhanced query - account required):

<https://www2.transactionservices.dla.mil/portal/portal.asp>

DAASINQ (single query):

<https://www.transactionservices.dla.mil/daasingq>

DoDAAD PRC / Policy, Procedures, and Other References:

<http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp>



Module 10 Quiz

Question 1: The DoDAAC is used for:

- a) Obtaining materiel from the federal supply system
- b) Specific purposes depending on DoDAAC Authority Code
- c) Assignment of the appropriate address for a particular situation (e.g., shipping, billing)
- d) All of the above

Question 2: The DoDAAD only contains Military address information?

- e) True
- f) False

Question 3: Defense Logistics Management Standards Office is the:

- g) System Administrator of the DoDAAD
- h) Chairs the DoDAAD PRC developing procedures & system requirements
- i) Both of the above
- j) None of the above

Question 4: DLA Transaction Services maintains:

- a) The hardware, software & authoritative DoDAAD database
- b) 24/7 Control of the access and distribution of DoDAAD data
- c) Both of the above
- d) None of the above



End of Module 10